

Recognize Add-In for Outlook Implementation Guide

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Introduction

About this guide

The Recognize add-in for Outlook adds the ability to send recognitions via the Recognize platform directly from within Outlook.

This implementation guide applies to Office 365 accounts that use Microsoft Exchange to manage email accounts.

This guide is intended for system administrators and describes installing for an entire Office365 tenant. It will describe how to deploy, configure and customize the add-in onto machines and Outlook web-apps (OWA's) for all users in your organization.

System Requirements

Requirements for configuration

- Microsoft Exchange Server - Exchange Server 2010, 2013, or 2016
- Microsoft Exchange Online - Exchange provided by Office 365
- Microsoft Office 365

Requirements for user access to add-in

- Microsoft Outlook Web app (OWA)
- Microsoft Outlook

The table below lists the supported operating systems with Outlook versions for the Add-in for Outlook.

	Win XP 32 bit	Win XP 64 bit	Win Vista 32 bit	Win 7 32 bit	Win 7 64 bit	Win 8 32 bit	Win 8 64 bit
Office 2010	✓	NA*	✓	✓	✓	✓	✓
Office 2010 64 bits	NA*	NA*	NA*	NA*	✓	NA*	✓
Office 2013	NA*	NA*	NA*	✓	✓	✓	✓
Office 2013 64 bits	NA*	NA*	NA*	NA*	✓	NA*	✓
Office 2016	NA*	NA*	NA*	✓	✓	✓	✓
Office 2016 64 bits	NA*	NA*	NA*	NA*	✓	NA*	✓

*NA = Not supported by Microsoft

Chapter 1

Installation

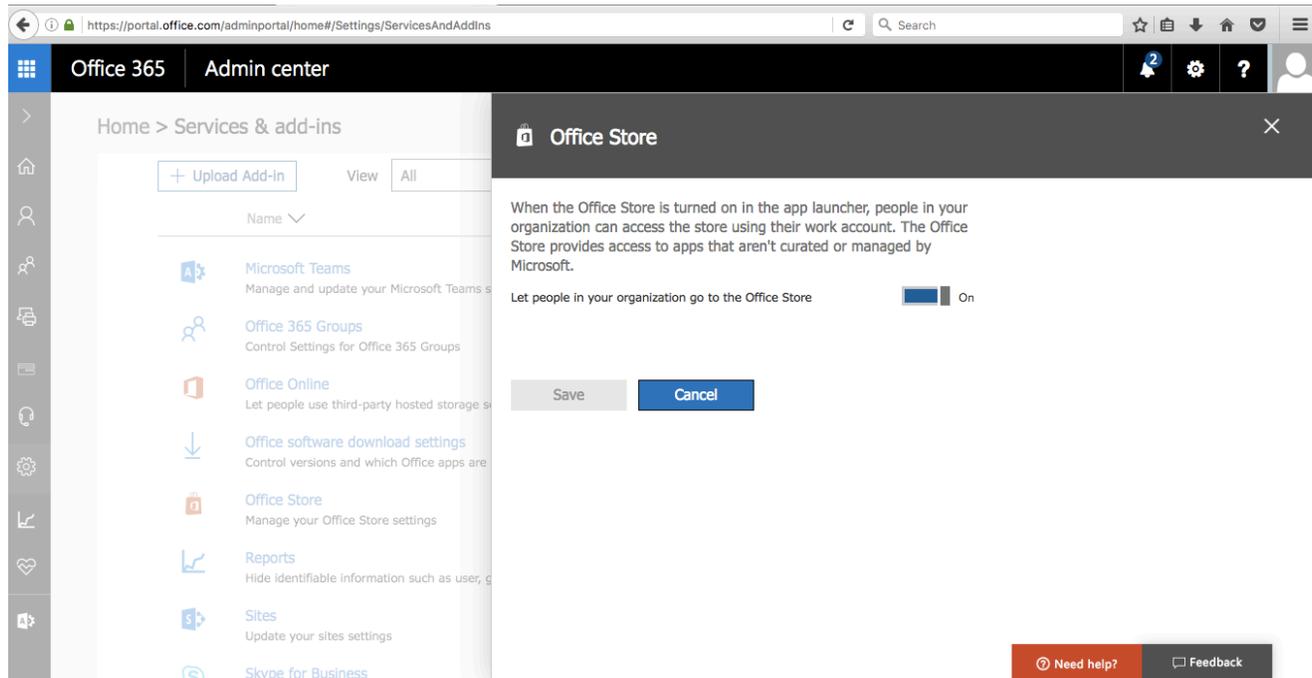
Installation scenarios

There are two installation scenarios to install the Recognize Add-in for Outlook in your organization:

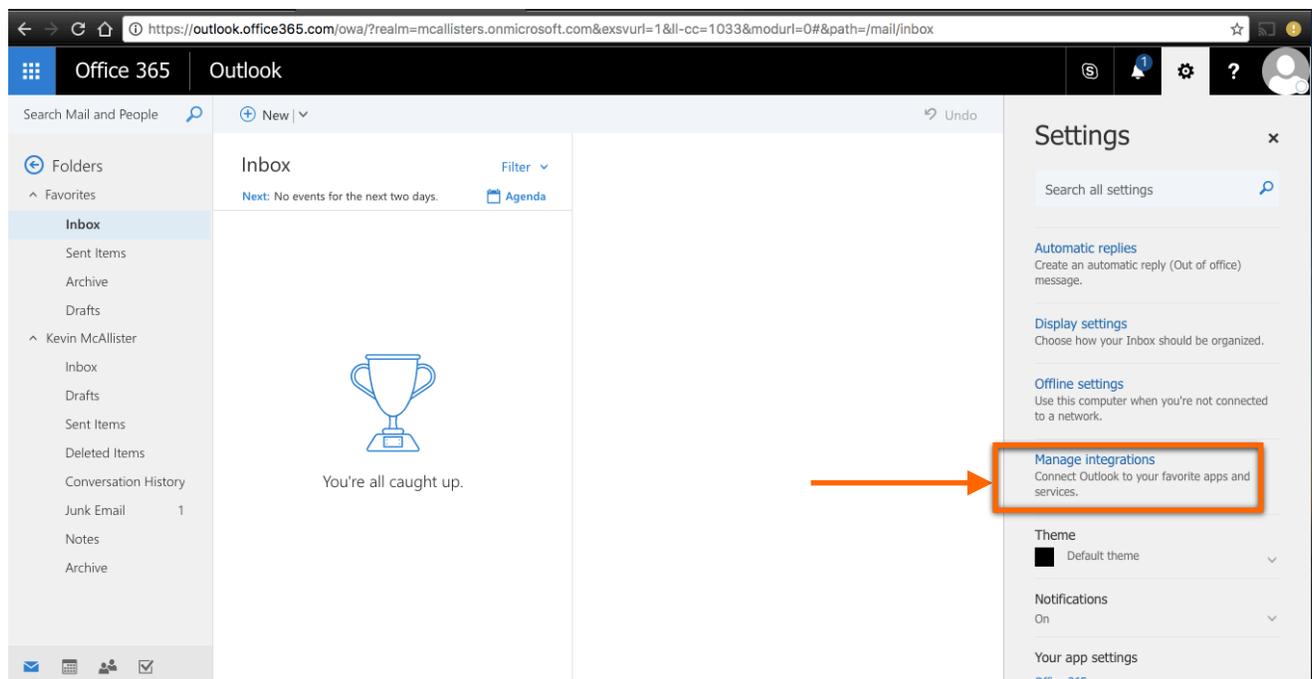
- **Single user installation** - a user installs the add-in for themselves.
- **Tenant-wide installation** - an IT administrator installs the add-in for their entire organization.

Single user installation

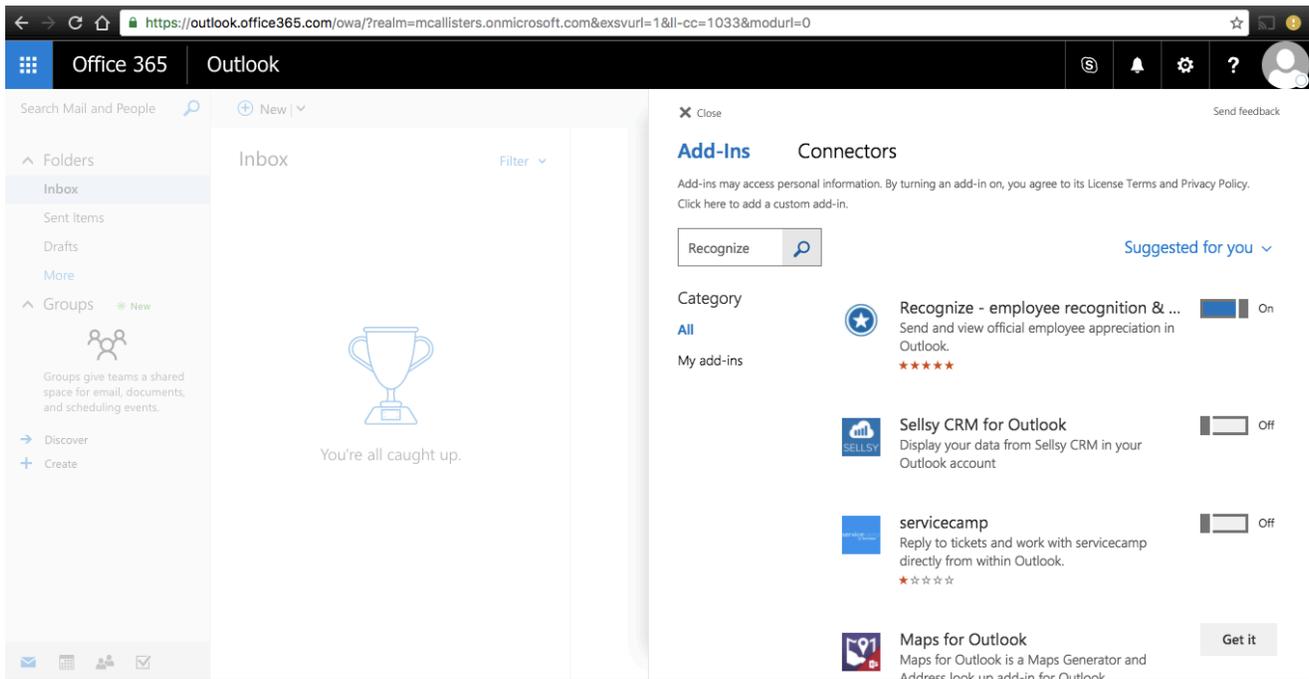
Users can install the Recognize add-in for Outlook themselves without requiring IT effort as long as the **Office 365 store is enabled for the tenant.**



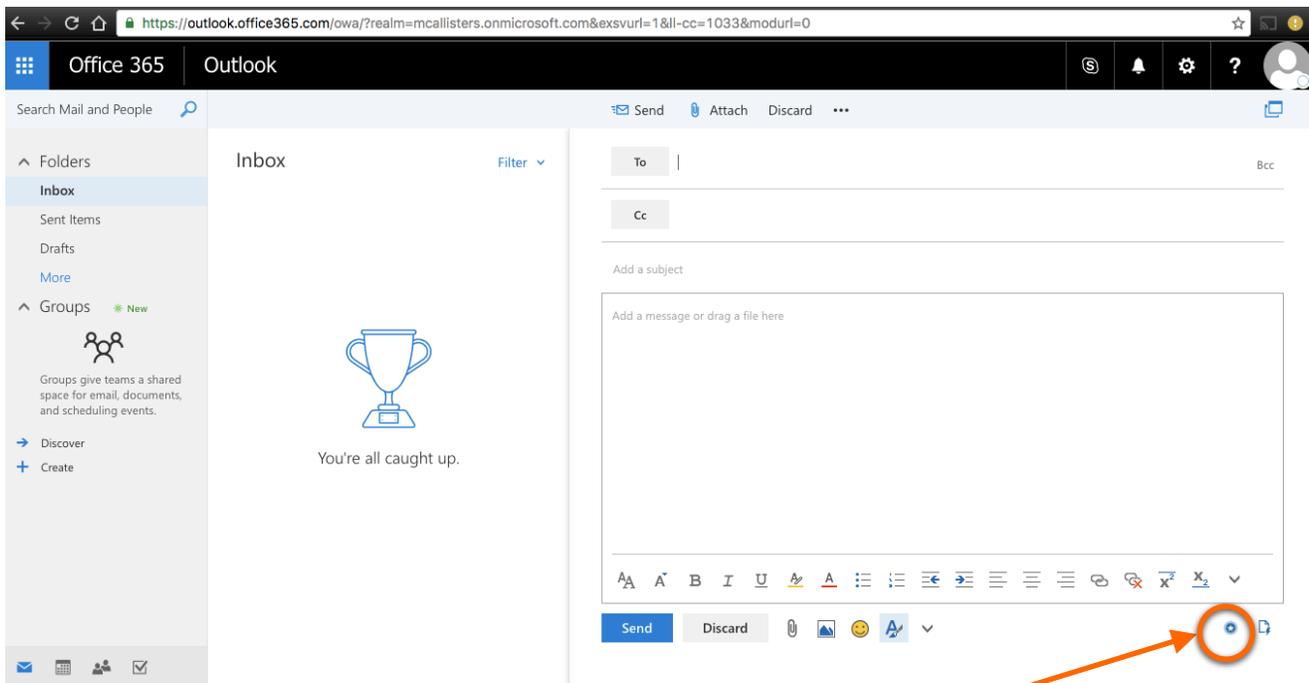
Users begin by clicking "Manage integrations" which is available from the gear icon at the top of the page:



Then search for Recognize from the Outlook store and toggle the add-in to "on".



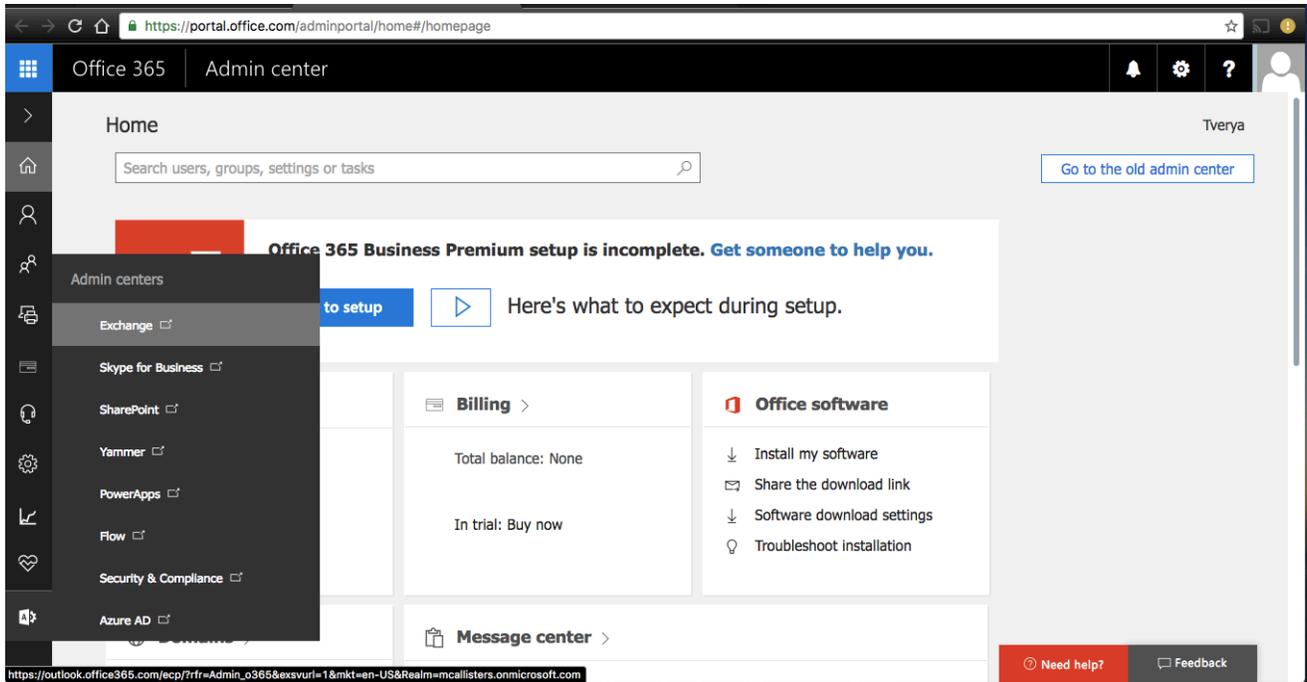
Once enabled, you can simply close the integrations window and open a compose mail window. When the add-in has been installed successfully, you will see the blue Recognize star logo (★) in the bottom right hand side of the pane.



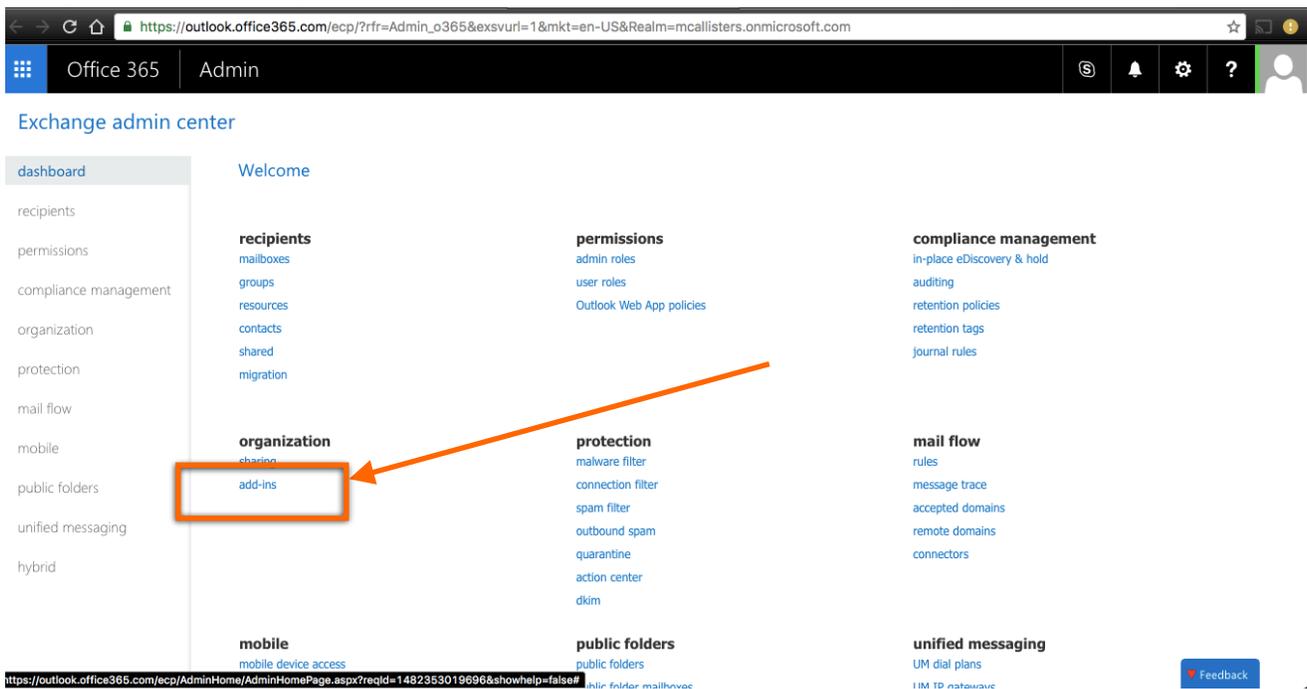
Please see the chapter on **Authentication** to proceed.

Organization wide installation

IT administrators may install the Recognize add-in for Outlook for their entire organization. Begin by going to the Office 365 admin dashboard and then going to **Exchange admin center (EAC)**.



Then, click "add-ins" underneath "Organization"



Then click the "+" icon and "Add from the Office Store".

Exchange admin center

sharing **add-ins**

Add-ins let your users do and see more without leaving their mailbox. The following list shows add-ins that have been installed for the organization. [Find more add-ins for Outlook at the Office Store...](#)

+ - ✎ 🗑️ ↻

	PROVIDER	USER DEFAULT	PROVIDED TO	
Add from the Office Store				
Add from URL				
Add from file				
My Templates	Microsoft	Enabled	Everyone	
Suggested Meetings	Microsoft	Enabled	Everyone	
Unsubscribe	Microsoft	Enabled	Everyone	

Action Items
Version: 1.0
Created by: Microsoft

Shows Action Item suggestions from your email. This add-in will not share your data with any third-party service.

This add-in is installed by default. It can't be uninstalled.

Permissions: Read/write mailbox
When the user clicks this add-in, the add-in will be able to read or modify the contents of any item in the user's mailbox and create new items. It will be able to access personal information in any message or calendar item, for example, in the subject, in the list of senders or recipients, in the body, or in attachments. The add-in may send this data to a third-party service.

<https://outlook.office365.com/ecp/Extension/OrgExtensions.slab?reqId=1482353065979&showhelp=false#> of 5 total [Feedback](#)

This will take you to the Office Store where you can search for "Recognize".

Office Store

Products Templates Add-ins Support My account Sign In

Search results for "Recognize"

Recognize

RELEVANCE PRICE

Showing 1-4 of 4

PRODUCT

All

Excel

Outlook

PowerPoint

Project

SharePoint

Word

OneNote

SEARCH FILTERS APPLIED:

OUTLOOK

DIDN'T FIND WHAT YOU WERE LOOKING FOR? TRY A BROADER SEARCH...

Recognize - employee recognition & rewards
Send and view official employee appreciation in Outlook.
Outlook
Free

Sellsy CRM for Outlook
Display your data from Sellsy CRM in your Outlook account
Outlook
Free

Maps for Outlook
Maps for Outlook is a Maps Generator and Address look up add-in for Outlook.
Outlook
\$3.49

<https://store.office.com/recognize-employee-recognition-rewards-WA104380613.aspx?assetId=WA104380613&sourcecorrid=ea161af9-c383-4a33-af97-d821eae79c01&searchappos=0>

Once at the Recognize add-in page, click "Add" to install the add-in to your organizations account and follow the prompts.

Office Store

Products Templates Add-ins Support My account Sign in

Search the Office Store

Recognize - employee recognition & rewards

Free
Add

By clicking Add you agree to the terms and conditions and privacy statement and acknowledge the requirements of the add-in.

★★★★★ (1)

Send and view official employee appreciation in Outlook.
This add-in works in: Outlook 2013 or later, Outlook on the Web.

Tags: Communication

Share Share Tweet Share via Mail

Details Overview

Provider: Recognize

Facilitate employee recognition to recipients of emails. View your company's social recognition feed. View your recognition profile.

Add-in installation

Please confirm that you want to install this add-in:

Name: Recognize

Published by: Recognize Services Inc

Version: 1.0.0.0

Permissions requested: Read write item

When the user clicks this add-in, the add-in will be able to access and modify personal information in the active message, such as the subject, sender, recipients, content in the message body, and attachments. The add-in may send this data to a third-party service. Other items in the user's mailbox won't be read or modified.

Yes

No

Search the Office Store

You've added an Add-in for Outlook

Start using your add-in:

1. Open an e-mail and look for your add-in in the gray bar at the top of the message. Your add-in will appear in e-mails where it can read content in the email. For example, with the Bing Maps add-in, you'll see the add-in on any message that contains a postal address.
2. Click the add-in name in the bar below the message header to see its content.

Get more Add-ins for Outlook

Change language

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Back at the add-in center, the add-in will be disabled by default. In order to ensure that the add-in is installed for all your users, click the pencil icon to edit the add-in.

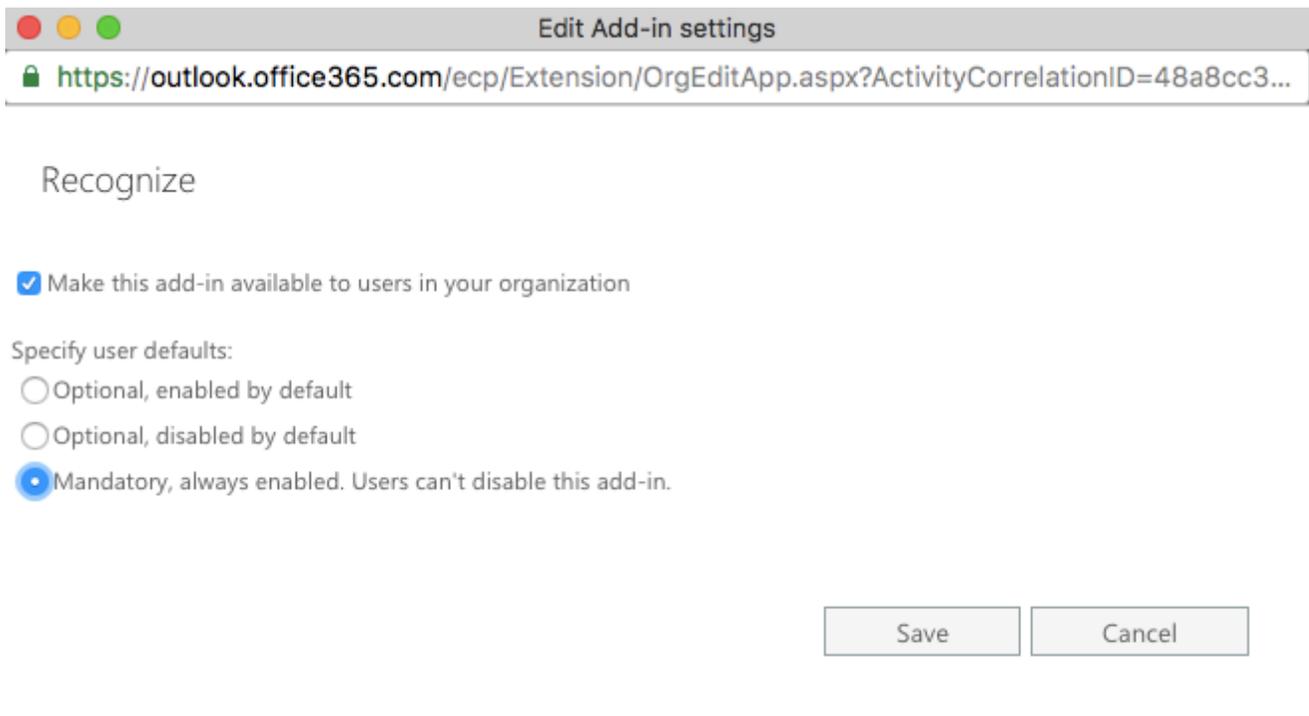
sharing [add-ins](#)

Add-ins let your users do and see more without leaving their mailbox. The following list shows add-ins that have been installed for the organization. [Find more add-ins for Outlook at the Office Store...](#)

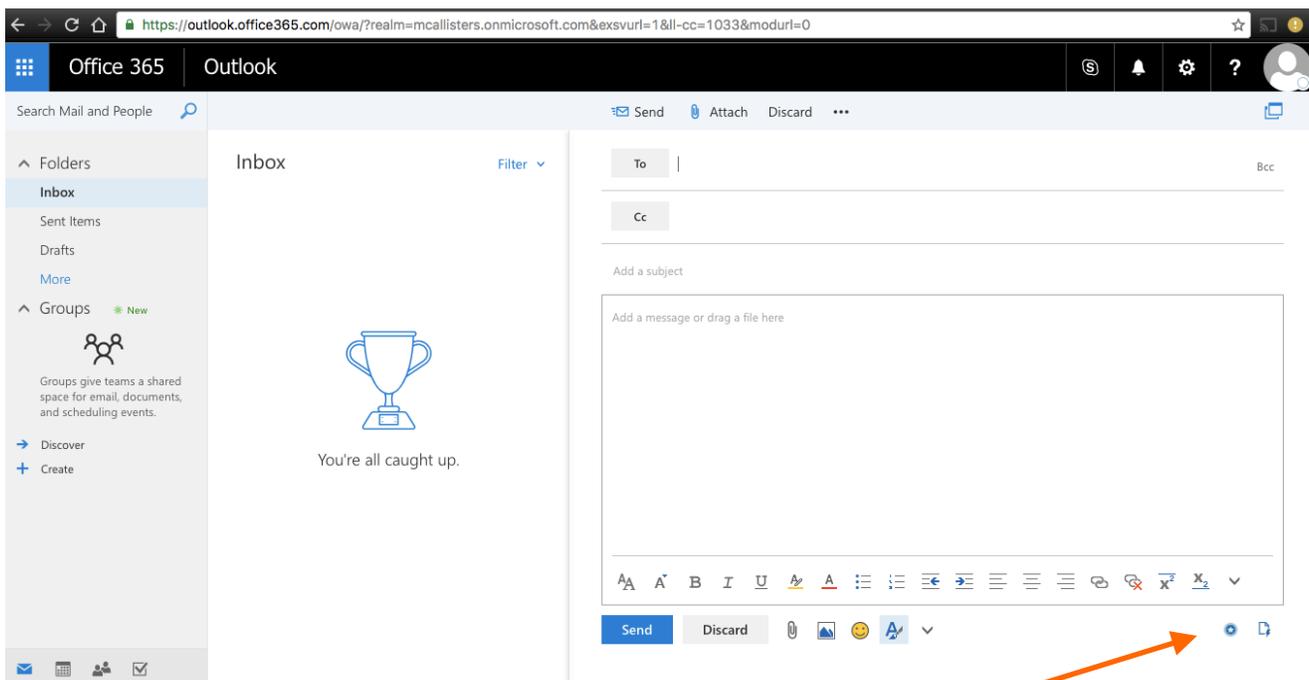


NAME	PROVIDER	USER DEFAULT	PROVIDED TO	
Action Items	Microsoft	Enabled	Everyone	
Bing Maps	Microsoft	Enabled	Everyone	
My Templates	Microsoft	Enabled	Everyone	
Recognize	Recognize Services Inc	Disabled	Everyone	 <p>Recognize Version: 1.0.0.0 Created by: Recognize Services Inc</p> <p>Your company's employee recognition and rewards program.</p> <p>Permissions: Read write item When the user clicks this add-in, the add-in will be able to access and modify personal information in the active message, such as the subject, sender, recipients, content in the message body, and attachments. The add-in may send this data to a third-party service. Other items in the user's mailbox won't be read or modified.</p> <p>View more details about this add-in at the Office Store Review this add-in at the Office Store...</p>
Suggested Meetings	Microsoft	Enabled	Everyone	
Unsubscribe	Microsoft	Enabled	Everyone	

Select "Mandatory" so users will immediately see it and cannot disable it.



Once saved, users can now visit the compose email pane and see the Recognize add-in accessible via the blue star logo in the bottom right corner

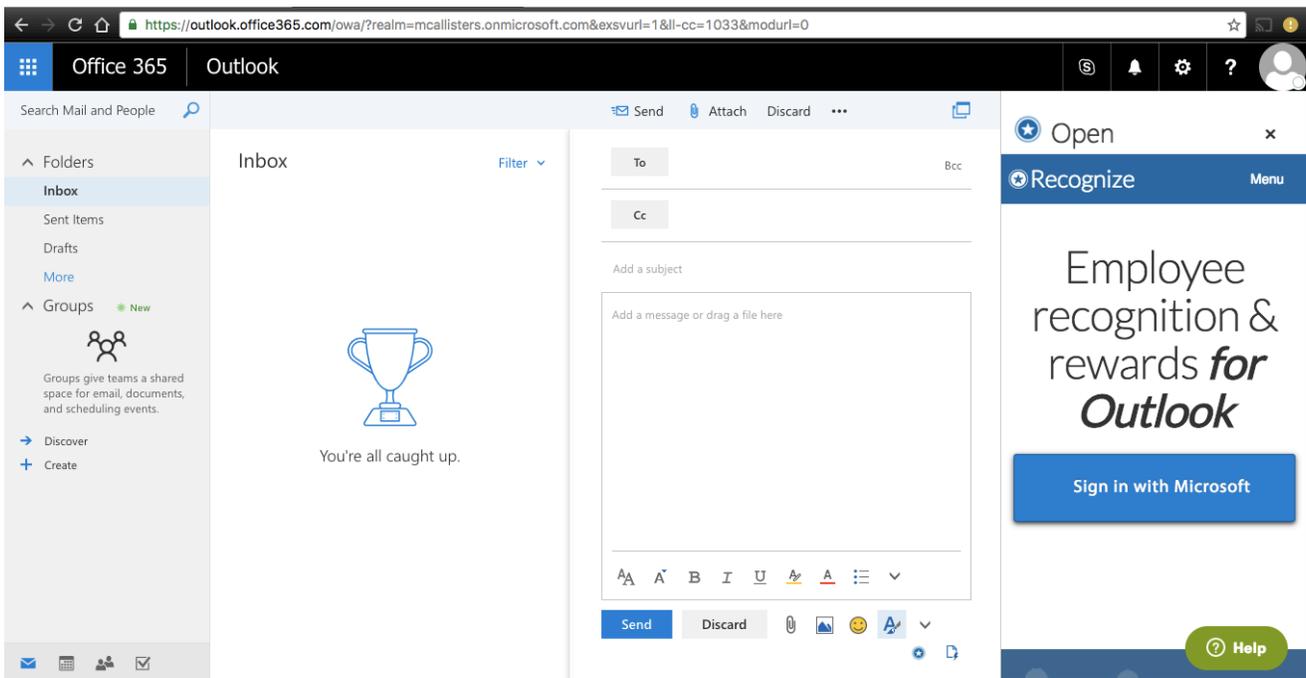


Please see the next section on Authentication to proceed.

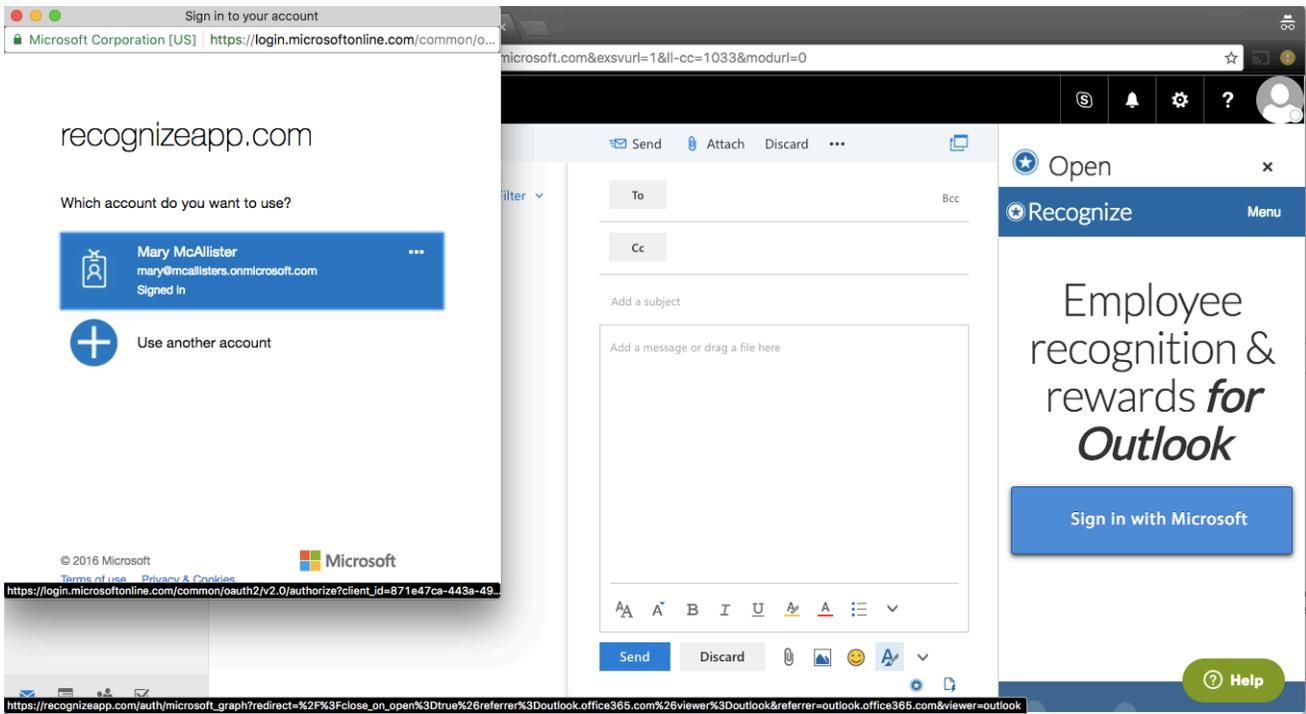
Authentication

How to login and get started

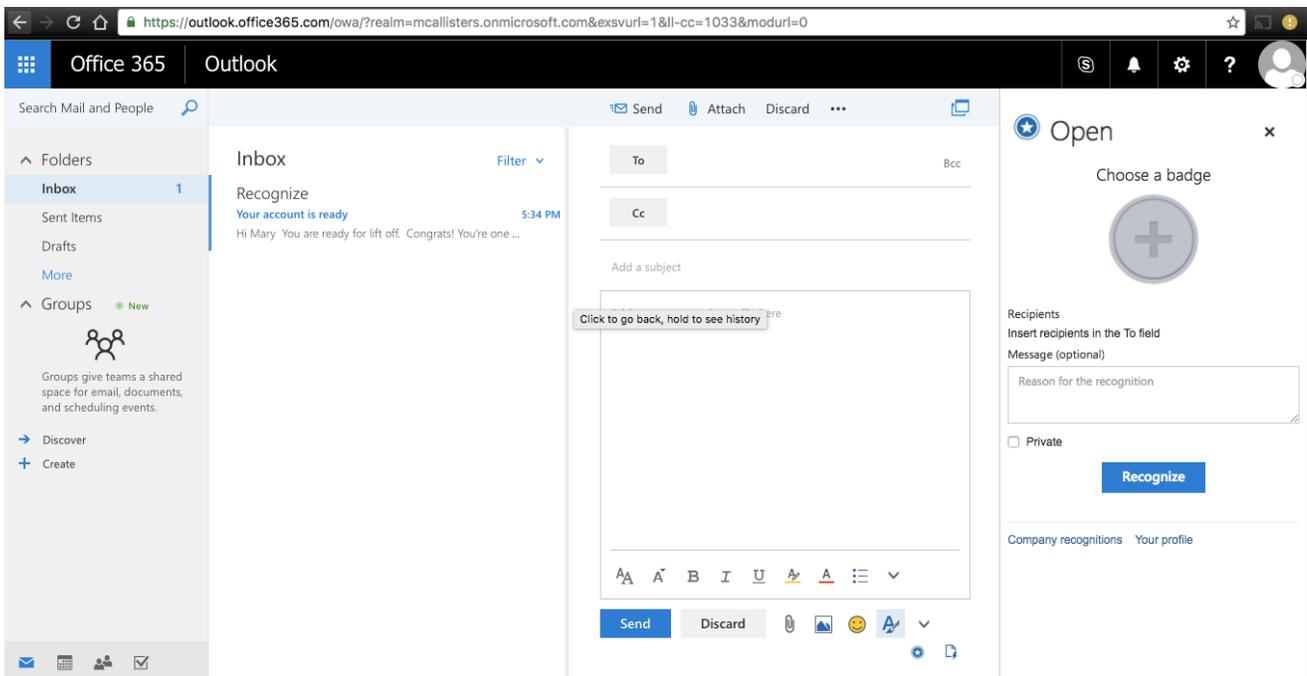
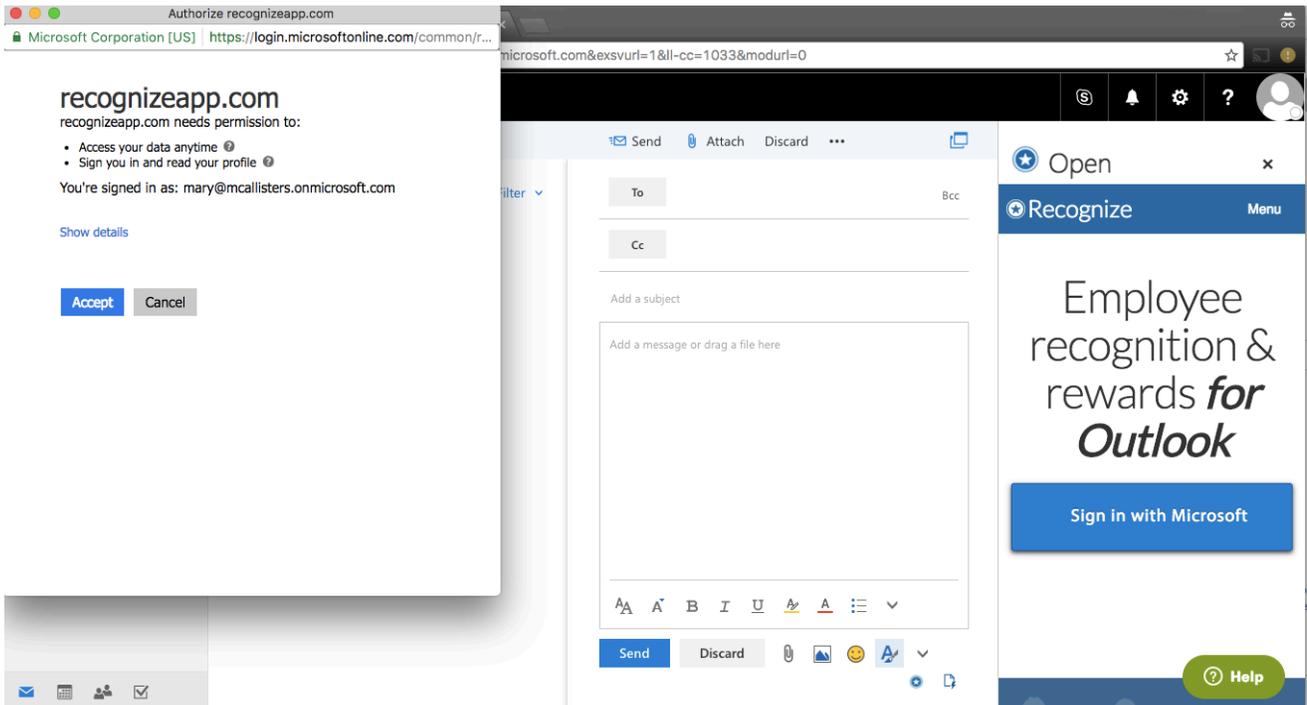
After clicking the Recognize add-in button for the first time, you will see the following screen and will need to login. Simply click the "**Sign in with Microsoft**" button.



Select your account.



Authorize Recognize to access your account.



You are now ready to start using Recognize in Outlook!

Additional info

Release limitations

- The Recognize add-in does not currently support SSO. If you require SSO, please contact us at support@recognizeapp.com.
- The Recognize add-in only supports installation via the Office store. Manual installation may be possible, but is not currently supported.